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ABSTRACT

This guide is designed to be used for accrediting junior colleges in Kansas and for periodic institutional self-evaluation. The standards delineated cover public community junior colleges, church-related two-year institutions, private junior colleges, and technical institutes. This guide cites the general state requirement for a given aspect of junior college organization, and then describes the specific criteria the accrediting committee uses to evaluate the degree of an institution's compliance with that general requirement. Requirements described include: (1) junior college philosophy and statement of purpose; (2) organization and administration, including administrative personnel, general administrative procedures, finance, enrollment, physical facilities, and recordkeeping; (3) student personnel services, including admissions, credit, graduation requirements, counseling, housing, scholarships, health, placement, and followup; (4) curriculum, including university parallel, general education, vocational and technical, adult education, and summer sessions; (5) instruction, including the library, course outlines and objectives, instruction materials and equipment, teaching methods, and evaluation; and (6) the general college atmosphere. (NHM)

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Evaluation guide for

ED121377

Junior Colleges *of* Kansas

U.S. DEPARTMENT OF HEALTH
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
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1967

kansas state department of public instruction

X 760 219

EVALUATION GUIDE FOR

JUNIOR COLLEGES OF KANSAS

1968

NAME OF INSTITUTION_____

STREET_____ CITY_____

PRESIDENT_____

Issued By
Marle M. Hayden
State Superintendent of Public Instruction

TABLE OF CONTENTS

Page

Introduction....1

Request for Evaluation....1

Preparing for the Visit....1

I. Policy of the State Department of Public Instruction....2

II. Definition of a Junior College....2

III. Junior College Philosophy and Statement of Purpose....3

IV. Organization and Administration....4

Board of Control....5
Administrative Personnel....6
General Administrative Procedures....6
Faculty....7
Enrollment....11
Finance....12
Physical Facilities....13
Relationship to Instruction....15
Relationship to Student Personnel....15
Relationship to Community....15
Permanent Records....16
College Catalog....16

V. Student Personnel Service....17

Admissions....18
Validation....18
Advanced Standing....18
Credit....18
Student Load....18
Graduation Requirements....19
Orientation....19
Counseling....19
Housing....19
Scholarships....19
Health....20
Placement....20
Follow-up....20

Page

VI. Curriculum ..... (5)

College or University Parallel ..... (5)
General Education ..... (5)
Vocational and Technical ..... (5)
Adult Education ..... (5)
Extra-Class Activities ..... (5)
Summer Sessions ..... (5)

VII. Instruction ..... (6)

Library ..... (6)
Course Outlines, Objectives, Aims ..... (6)
Classroom Atmosphere ..... (6)
Instructional Materials and Equipment ..... (6)
Methods of Classroom Procedure ..... (6)
Evaluation and Revision ..... (6)

VIII. College Atmosphere ..... (6)

[illegible]

[illegible]

[illegible]

[illegible] search be made to update the training committee to meet with local health authority, administrative officials, teachers, and a representative group of students.

The effective committee will consist of five to nine persons. Several responsibilities for the schools in the district regarding the instruction, examination procedures will be delegated.

Professional advancement of the training committee is not advisable. However, short in-service training courses or the short periods should be considered. A selected training center or the such participants in the [illegible] committee should also be provided.

Meetings with the instructional staff committees or individuals will be arranged by the administrative and principal of the training committee.

In conclusion for proceedings, an academic personnel should be held twice the training committee reports and acceptance of the Texas Department of Public Instruction and make the policies and instructional objectives as set in part of procedures.

In conclusion for terminations, a academic courses may be participants cause such Instruction and practice for schools as in [illegible] address that for acceptance of performance from an acceptance role.

A minimum summary of the conclusion will be provided in the conclusions profile a [illegible] rules.

1. Inquire of the study performance or school instruction

The record of the study development or school instruction is to apply workers, the instruction school students will be a development instruction of personnel [illegible] and in acquainted a training manual study will be [illegible] and accordingly. Each study instructing will be the students and the [illegible] students of their records to purposes with a manual role. [illegible] of the use of instruction. Instruction evaluation data, it will be [illegible] with material and [illegible] the school instruction.

Educational committees should [illegible] courses with the schools and instruction of a school student and School of their [illegible] with the students and school activities in the practical instruction study [illegible] and activity and departments of the study development of school instruction.

This "record" will supplement protects [illegible] instruction [illegible].

II. [illegible] of a school records

A school records of a educational instruction schools a school students in the [illegible]. It has an [illegible] instruction and [illegible] study school and of the school instruction and teaching study this development procedure. Only a records and study instruction of records and development required instruction, study of the use of the instruction instruction for a school and [illegible]. Instruction can be used the [illegible] of teaching committees of instruction and [illegible] school study [illegible] will [illegible] instruction. Procedures, schools, or [illegible] students may be [illegible] of school in the school records [illegible].

[illegible] survey is such [illegible] [illegible] [illegible]

[illegible]

(a) [illegible]

[illegible]

[illegible]

[illegible]

(a) [illegible]

(b) [illegible]

(c) [illegible]

(d) [illegible]

[illegible]

[illegible]

(a) [illegible]

(b) [illegible]

(c) [illegible]

(d) [illegible]

[illegible]

[illegible]

[illegible]

8. Number of faculty members holding a master's degree but not the doctor's degree _____

9. Number of faculty members holding a specialists degree _____

10. Number of faculty members holding a doctor's degree _____

	Clock Hrs. in Class	Semester Cr. Hours
*11. Maximum number of semester hours teaching load per week	_____	_____
12. Minimum number of semester hours teaching load per week	_____	_____
13. Average number of semester hours teaching load per week	_____	_____
14. Number of different courses taught per semester		

*In computing semester hours teaching load, a high school or elementary school class which meets one hour per day is equivalent to 3 semester hours in college units.

15. Attach a salary schedule or give an explanation of your salary plan.

16. Information requested on Form A (See pages 9 and 10) should be supplied for each member of the faculty.

EVALUATION

ITEM	RATING											
	N	0	1	2	3	4	5	6	7	8	9	10
10. Faculty personnel have the masters degree or the equivalent.												
11. Faculty members teach in their subject or field of preparation.												
12. Instructors have had a course in junior college education.												
13. Instructors are active in profes-sional associations appropriate to their teaching fields.												
14. The salary schedule and increments are high enough to attract and retain competent teachers.												
15. Provision is made for reasonable leave of absence for illness.												
16. There is a well-planned program of in-service faculty education.												

FORM A

Name of Teacher:

_____ Date_____

(Last) (First) (Middle) (Maiden)

Kind of Certificate_____ Expiration Date_____

A. EDUCATION (UNDERGRADUATE)

University or College & Location Date Degree

_____

_____

_____

Major Subject_____ Sem. Hrs. Credit_____

Minor Subject_____ Sem. Hrs. Credit_____

B. EDUCATION (GRADUATE)

University or College & Location Date Degree

_____

_____

_____

Major subject or department_____ Sem. Hrs. Credit_____

Minor Subject or department_____ Sem. Hrs. Credit_____

Preparation in Field or Subject Teaching	Sem. Hrs.		Preparation in Field or Subject Teaching	Sem. Hrs.	
	U*	G**		U*	G**

* U - Undergraduate **G - Graduate

Describe any special preparation for the work you are now doing not covered by the above.

C. EDUCATION (MOST RECENT WORKSHOP, CONFERENCE, OR SUMMER SESSION)

Name of Program & Location | Length in Days or Weeks | Date

D. EXPERIENCE

Number of years experience in teaching (a) this college_____ (b) Other colleges_____ (c) Other schools_____ (d) Total years teaching experience_____

Number of months employed_____ Annual salary $_____

Is your employment by the Board of Control on a full-time or part-time basis?_____. If part-time, explain.

E. PRESENT TEACHING PROGRAM (COLLEGE AND NON-COLLEGE)

Course or Subject	No. of Students		Credit	No. Enrolled	Periods Per Wk.	Length of Period	No. Weeks in Term
	College	Non-College					

F. NON-TEACHING ASSIGNMENT

Describe extra-class assignments such as committee work, extra-class activities or other non-teaching work.

5. ENROLLMENT

Information Requested: (Exhibit IV-5)

Supply the following information.

Regular - Student enrolled for the purpose of completing a program leading to an AAA Degree, diploma or certificate of completion.

Special - Student enrolled in a course or courses but not for the purpose of completing a program leading to an AA Degree, diploma or certificate of completion. Student included as special would not be included under (A) Program.

	MEN	WOMEN	TOTAL
A. Regular			
1. Academic			
a. Freshmen (Less than 26 semester hours)	_____	_____	_____
b. Sophomores (26 semester hours or more)	_____	_____	_____
2. Technical	_____	_____	_____
3. Vocational	_____	_____	_____
B. Special			
4. Credit	_____	_____	_____
5. Non-credit	_____	_____	_____
C. Total Students Enrolled	_____	_____	_____
6. Total number of students (regular and special) living within a college district. (Does not apply to private schools)	_____	_____	_____
7. Total number of students living in adjacent county (in state) to the college district.	_____	_____	_____
8. Total number of students (regular and special) living within the state but outside the college district and adjacent county.	_____	_____	_____

	MEN	WOMEN	TOTAL
9. Total number of students (regular and special) living outside of the state. Name the states or countries.	_____	_____	_____
10. Total number of students (regular and special) living in school-owned housing.	_____	_____	_____

6. FINANCE

THE FINANCIAL STRUCTURE FOR THE ESTABLISHMENT, MAINTENANCE, OPERATION AND FURTHER DEVELOPMENT OF JUNIOR COLLEGES SHOULD BE ADEQUATE TO GUARANTEE CONTINUITY OF PROGRAM. IT SHOULD PROVIDE FURTHER FOR THE CAREFUL OPERATION OF THE INSTITUTION AS WELL FOR ITS FUTURE GROWTH AND DEVELOPMENT. AN ANNUAL AUDIT REPORT SHOULD BE MADE AVAILABLE.

EFFECTIVENESS OF THE INSTITUTION IS REFLECTED TO SOME EXTENT BY THE FINANCIAL SUPPORT AND THE CAMPUS ENROLLMENT. INADEQUATE FINANCE OR ENROLLMENTS OF LESS THAN TWO HUNDRED MAY BE REGARDED AS SUFFICIENT CAUSE FOR RE-EVALUATION OF THE INSTITUTION.

D. What are the yearly charges for:

1. Tuition (Attach detailed information if needed)..... _____
2. Registration Fee..... _____
*3. Activity Fee..... _____
4. _____
5. _____
6. _____
7. Board per year.....Minimum $_____ Maximum $_____
8. Room per year.....Minimum $_____ Maximum $_____

* If there is no activity fee and you make additional charges for admission to events, for yearbook, for student paper, etc., please list in detail.

	Low	Typical	High
E. What is the student's approximate total yearly expense in addition to room and board? (Include books)	_____	_____	_____

F. How much did you receive in gifts and donations during the college year 19____ 19____? _____

G. Endowments for last fiscal year. _____

H. EXPENDITURES

1. General Control (Administration) _____
2. Instruction _____
3. Library _____
4. Auxiliary Agencies (Health Services, Dining Room, Laundry, Etc.) _____
Total _____
5. Maintenance of Plant _____
6. Operation of Plant _____
7. Fixed Charges (Rent, Insurance, Taxes, Etc.) _____

Total Operating Expenses _____

8. Debt Service _____
9. Capital Outlay _____

Total Expenses _____
Total Expenses _____

10. Operating income per F.T.E. student (yearly income divided by number of F.T.E. students) _____
11. Operating expenditure per F.T.E. student (total operating expense divided by number of F.T.E. students) _____

I. Tax Levy (Describe)

EVALUATION

OUTLOOK

ITEM												
17. The enrollment indicates that the junior college is adequately meeting the educational needs of the community.												
18. The enrollment is large enough so that the announced philosophy and purposes can be carried out effectively.												
19. The history of the college provides evidence of stability for continuous operation.												
20. The business officer is directly responsible to the chief administrator of the college.												
21. Financial accounting and records are complete, accurate, and readily accessible.												
22. All funds are fully safeguarded.												
23. Income from all sources is sufficient to operate the college effectively.												

7. PHYSICAL FACILITIES

CLASSROOMS, LABORATORIES, OFFICES AND SPECIAL SERVICE AREAS SHOULD PROVIDE HEALTHFUL SURROUNDINGS, SPACE, LIGHT, EQUIPMENT, SUPPLIES AND OTHER GENERAL FACTORS TO ENABLE THE SCHOOL TO EFFECTIVELY CARRY OUT ITS STATED PURPOSES. THE CAMPUS SHOULD EFFECTIVELY ACCOMMODATE ALL PRESENT AND ANTICIPATED PROGRAMS.

Information Requested: (Questions 19-27)

A. Make a brief statement concerning the campus and each of the buildings.
B. Make a brief statement concerning the campus and each of the buildings.
C. Describe each laboratory in regard to its adequacy in relation to its purposes, equipment, supplies, capacity, etc.
D. Are classrooms, special service rooms, and offices adequate? Describe briefly.

Statement	Rating																				
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
19. The campus and recreational facilities are adequate to meet the needs of students enrolled.																					
20. Buildings are of reasonably permanent construction, kept in good repair, clean and sanitary in every respect.																					
21. The physical plant is adequate in size for the students enrolled and is well arranged to meet the stated purposes of the college.																					
22. Science laboratories are fully equipped for courses offered, are inactive, well-lighted and ventilated, adequate in size and reasonably modern.																					
23. Classroom s are adequate in size, well-lit ated and ventilated, safe and attractively decorated and equipped.																					
24. Fi e arts studios and practice rooms are functional in meeting instructional needs.																					
25. Vocational-technical shops and laboratories are functional in meeting instructional needs.																					
26. Facilities for business courses are functional in meeting instructional needs.																					

-24-

[redacted]

[redacted]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

ITEMS

4. To what extent is transfer from other institutions of higher learning made only upon receipt of official transcripts.

5. Conditions on which students may continue in the college are clearly stated and enforced.

6. Requirements for graduation or for completion of studies in a curriculum are clearly defined and published.

7. Practices regarding student load conform to the adopted standards.

8. Credit is granted on the basis stated in the standards.

9. The college administers an adequate testing program.

10. Results of tests are made available to instructors, and are understood and used.

11. Pre-and at-registration programs of counseling and orientation are well-planned.

12. Guidance services are programs of continuous service for personal, social and vocational purposes.

13. Students who live away from home are supervised for rooming and boarding facilities.

14. Scholarships and financial aid are granted only under definitely stated policies.

15. Activities are planned to contribute to student health, civic, social and character objectives.

16. The college provides for placement of students.

17. There is a system of follow-up studies for graduates and drop outs.

N	0	1	2	3	4	5	6	7	8	9	10

VI. CURRICULUM

THE CURRICULUM OF THE JUNIOR COLLEGE SHOULD BE ORGANIZED IN ACCORDANCE WITH THE PHILOSOPHY AND OBJECTIVES DEVELOPED BY THE LOCAL BOARD OF CONTROL AND FACULTY OF THE INSTITUTION.

THE COLLEGE ACKNOWLEDGES ITS CLOSE PARTNERSHIP WITH ELEMENTARY AND SECONDARY SCHOOLS, THE SENIOR COLLEGES, AND ADULT EDUCATION AS A PART OF THE TOTAL EDUCATIONAL PROGRAM. IN DEVELOPING THE CURRICULUM OF JUNIOR COLLEGES, CONSIDERATION SHOULD BE GIVEN TO INTEGRATION, COORDINATION, AND ARTICULATION OF THE TOTAL EDUCATIONAL EXPERIENCE.

EACH JUNIOR COLLEGE SHOULD BUILD A PROGRAM TO MEET THE NEEDS OF THE COMMUNITY. THE FACULTY SHOULD STRIVE TO GUIDE AND STIMULATE EACH STUDENT TO DEVELOP INTO A MATURE, RESPONSIBLE CITIZEN.

Information Requested: (Exhibit VI)

1. Outline the procedures used in developing and revising the curriculum.

2. Describe your occupational (vocational-technical) curricula.

3. Describe your adult education program including summer sessions and extensions.

4. Identify any special features of your curriculum.

5. Submit copies of publications.

1. COLLEGE OR UNIVERSITY PARALLEL

CURRICULAR OFFERINGS SHOULD INCLUDE THOSE COURSES WHICH ARE USUALLY OFFERED THE FIRST TWO YEARS OF A FOUR-YEAR PROGRAM IN THE PROFESSIONS OR GENERAL EDUCATION. THESE CURRICULA ARE OFTEN REFERRED TO AS COLLEGE OR UNIVERSITY PARALLEL. IN THESE PROGRAMS THERE SHOULD BE ADHERENCE TO QUALITATIVE STANDARDS SO THAT THE SCHOLASTIC STANDING OF THE STUDENT WILL CONTINUE ON A SATISFACTORY LEVEL. EVERY EFFORT SHOULD BE MADE TO ARTICULATE THE PREPARATORY PROGRAMS WITH THOSE OF THE COLLEGE OR UNIVERSITY TO WHICH THE STUDENT TRANSFERS IN ORDER TO SAFEGUARD AGAINST THE LOSS OF CREDIT OR OF TIME.

2. GENERAL EDUCATION

GENERAL EDUCATION IN THE JUNIOR COLLEGE MAY CONSIST OF A TWO-YEAR PROGRAM IN SELECTED COURSES OR A PROGRAM OF COMPREHENSIVE COURSES DRAWN FROM THE LIBERAL ARTS DISCIPLINES. THE PROGRAM SHOULD INCORPORATE THE NECESSARY ELEMENTS WHICH WILL ENCOURAGE CRITICAL THINKING, CONTRIBUTE TO THE DEVELOPMENT OF DESIRABLE CITIZENSHIP, PROMOTE THE DESIRE FOR CONTINUOUS GROWTH AND PROVIDE FOR FAIR EVALUATION OF RESULTS. THE GOALS OF GENERAL EDUCATION SHOULD BE CLEARLY STATED AND SHOULD BE CONSISTENT WITH THE IDEALS OF AMERICAN LIFE AND WITH THE PHILOSOPHY AND OBJECTIVES OF THE INSTITUTION.

3. VOCATIONAL AND TECHNICAL

A JUNIOR COLLEGE SHOULD MAKE PROVISIONS TO OFFER COURSES FOR SPECIALIZED VOCATIONAL AND TECHNICAL SKILLS. THESE COURSES SHOULD, IF OFFERED FOR COLLEGE CREDIT, REQUIRE THE SAME ADMISSION STANDARDS AS OTHER COURSES, EQUIVALENT LABORATORY PERIODS, AND WORK OF SUFFICIENT DIFFICULTY TO REQUIRE MATURITY AND BREADTH OF UNDERSTANDING. THERE SHOULD BE CAREFUL ARTICULATION OF THE VOCATIONAL AND TECHNICAL SKILLS IN THE FIELDS OF WORK WITH THESE CURRICULA. THESE PROGRAMS SHOULD INCORPORATE THE BASIC CONCEPTS OF THE RESPONSIBILITIES OF THE INDIVIDUAL IN A DEMOCRATIC SOCIETY. THE NEEDS OF THE INDIVIDUAL AND THE COMMUNITY SHOULD DETERMINE THE TYPE OF PROGRAM THAT IS OFFERED.

4. ADULT EDUCATION

JUNIOR COLLEGES SHOULD PROVIDE EDUCATIONAL OPPORTUNITIES FOR ADULTS AND OUT-OF-SCHOOL YOUTH LIVING IN THE COMMUNITY WHO ARE NOT ABLE TO PURSUE STUDIES ON A FULL TIME BASIS. THESE EVENING SCHOOL OFFERINGS MAY CONSIST OF SHORT TERM REFRESHER COURSES, LECTURES, AND COLLEGE CREDIT COURSES DESIGNED TO MEET THE NEEDS OF THE PEOPLE SERVED.

5. EXTRA-CLASS ACTIVITIES

Extra-class activities are a part of the total curricular offerings of the junior college and should be available to all junior college students, wherever appropriate, as a means of enriching the major curricular offerings.

A. FACULTY

MEMBERS OF THE FACULTY SHALL ACCEPT RESPONSIBILITY AS SPONSORS, ADVISERS, AND CONSULTANTS FOR EXTRA-CLASS ACTIVITIES AUTHORIZED BY THE COLLEGE.

B. STUDENT GOVERNMENT

OPPORTUNITY SHALL BE PROVIDED FOR STUDENT REPRESENTATION AND PARTICIPATION IN THE CONDUCT OF STUDENT AFFAIRS.

C. ORGANIZATIONS AND CLUBS

A VARIETY OF EDUCATIONAL AND SOCIAL CLUBS AND ORGANIZATIONS SHALL BE AVAILABLE TO STUDENTS. THESE ORGANIZATIONS SHALL BE APPROVED BY THE STUDENT GOVERNING BODY. REGULAR MEETINGS SHALL BE CONDUCTED ACCORDING TO ESTABLISHED RULES. ACCURATE RECORDS SHALL BE KEPT BY SECRETARIES AND TREASURERS AND FILED IN A CENTRALLY DESIGNATED PLACE.

D. ATHLETICS

ATHLETICS SHALL BE ADMINISTERED UNDER PLANS CONSISTENT WITH THE POLICY OF SERVICE TO YOUTH AND ADULTS WITHIN THE COMMUNITY WHO CAN PROFIT FROM SUCH SERVICES. THE ATHLETIC PROGRAM SHOULD CONTRIBUTE TO THE BUILDING OF GOOD MORALE WITHIN THE SCHOOL. A WRITTEN STATEMENT OF ATHLETIC PURPOSES, POLICIES, AND PRACTICES SHALL BE DEVELOPED.

E. FORENSICS, DRRAMATICS, RADIO, TV

THE COLLEGE SSHOULD ENCOURAGE PARTICIPATION IN ACTIVITIES IN THE FIELDS OF FORENSICS, DRRAMATICS, T.V., AND SIMILAR ACTIVITIES.

F. MUSIC AND ARTT

COURSES IN ARRT, VOCAL AND INSTRUMENTAL MUSIC SHALL BE A PART OF THE COLLEGE OFFERINGS. PPROGRAMS AND EXHIBITS FOR CULTURAL ENRICHMENT SHALL BE PROVIDED FOR THE COMMUUNITY BY THE COLLEGE.

G. PUBLICATIONS

THE PUBLICATIIONS SHALL PRESENT AN ACCURATE PICTURE OF THE COLLEGE OFFERINGS, ACTIVITIES, AAND ATTRACTIONS. STUDENTS SHALL PARTICIPATE IN THE PRODUCTION OF THESE PUBLICATIONS.

H. SOCIAL ACTIVIITIES

A VARIED STUIDENT ACTIVITY PROGRAM, DESIGNED TO PROVIDE WHOLESOME SOCIAL CONTACTS, SHAALL BE ENCOURAGED AND PROMOTED. SUCH ACTIVITIES SHALL BE APPROVED BY THEE FACULTY WITH MAJOR RESPONSIBILITY CARRIED BY THE STUDENTS.

6. SUMMER SESSICONS

IT IS THE RESPONSSIBILITY OF THE JUNIOR COLLEGE TO DISCOVER COMMUNITY NEEDS WHICH THE INSTITUTION CAN SERVE. NON-CREDIT COURSES, SHORT COURSES, OR REGULAR COURSES MAY BE INNCLUDED IN SUMMER SESSIONS.

EVALUATION

ITEM	RATINGS										
	M	0	1	2	3	4	5	6	7	8	9	10
1. Instructionall areas or fields are organized anod offered to carry out the announceod purposes of the college.												
2. The responsitbilities of each instructional aarea or field are clearly stateed.												
3. Courses are aarticulated with lower and with highher schools.												
4. Courses are odesigned for and adapted to tthe interests, needs and abilitiess of students enrolled in them.												

N	0	1	2	3	4	5	6	7	8	9	10

5. Objectives of the curriculum are evaluated with respect to their outcome periodically.

6. A well-balanced program of student activities, including government, is provided under faculty management with faculty cooperation.

7. The athletic program is controlled by a faculty committee. It meets the prescribed standards of the athletic conference in which it holds membership.

VII. INSTRUCTION

1. LIBRARY

THE COLLEGE LIBRARY SHALL PROVIDE READING FACILITIES FOR THE BEST INTEREST OF THE STUDENTS IT SERVES AND AID IN EFFECTING THE EDUCATIONAL PROGRAM AS ANNOUNCED IN THE CATALOG. IT SHALL CONTAIN AT LEAST 10,000 VOLUMES CAREFULLY SELECTED CO-OPERATIVELY BY ADMINISTRATORS, INSTRUCTORS IN THE FIELDS AFFECTED, AND A QUALIFIED LIBRARIAN. THE TOTAL HOLDINGS SHALL REPRESENT A REASONABLE BALANCE IN PROPORTION TO THE CONCERN OF THE COLLEGE IN EACH AREA OF THE CURRICULUM. PERIODICALS SHALL INCLUDE GENERAL, PROFESSIONAL, AND TECHNICAL SELECTIONS FOR EACH FIELD OF INSTRUCTION. NEWSPAPERS SHALL INCLUDE AT LEAST ONE SUBSCRIPTION EACH FROM LOCAL, STATE, REGIONAL AND NATIONAL AREAS. AT LEAST ONE REPUTABLE FOREIGN NEWSPAPER SHALL BE INCLUDED. RECORDS, TAPES, FILMS AND ILLUSTRATIONS SHALL CONSTITUTE PART OF THE HOLDING. LIBRARY FACILITIES SHALL INCLUDE READING SPACE EQUAL TO ABOUT TWENTY PER CENT OF THE ENROLLMENT. SPACE FOR WORKROOMS, LISTENING AND VIEWING ROOMS, RESERVE AND GENERAL STACK SPACE SHALL ALSO BE PROVIDED. ATTENTION SHALL BE GIVEN TO THE ADDITION AND REPLACEMENT OF BOOKS IN KEEPING WITH THE ENROLLMENT AND CURRICULUM OFFERED. A LIBRARIAN SHALL BE EMPLOYED WHO HAS QUALIFIED AS A TEACHER AND HAS OBTAINED A LIBRARY SCIENCE MAJOR. THERE SHALL BE ORGANIZED IN-STRUCTION IN THE USE OF THE LIBRARY FOR BOTH FACULTY AND STUDENTS.

Information Requested: (Exhibit VII)

A. Number of books in your library exclusive of governmental reports, pamphlets, encyclopedias, and bound periodicals_____

B. List as follows:

	Number of Volumes
1. Bound periodicals and general works	_____
2. Philosophy and Psychology	_____
3. Religion	_____
4. Education	_____

5. Sociology _____
6. Languages _____
7. Science _____
8. Useful Arts _____
9. Fine Arts _____
10. Literature _____
11. History _____
12. Travel _____
13. Biography _____
14. Fiction _____

Total _____

C. Total number of periodicals received currently_____

D. Name, date, and copyright of encyclopedias.

E. Appropriation for the library last year_____
(If the library is used jointly with the high school, please make a statement to that effect.)

1. Books $_____
2. Periodicals and Newspapers $_____
3. Binding $_____
4. Audio Visual Material and Equipment $_____
5. Other Expenditures $_____

F. What is the average yearly expenditure per student for books and periodicals $_____

G. Provide evidence which shows the extent to which the library is used.

EVALUATION

RATINGS

ITEM														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
1. The library is housed and equipped in an attractive manner.														
2. There is ample seating space for at least 20% of full-time enrollment.														
3. Books and teaching materials are carefully selected for general reading and for specific reference to instruction.														

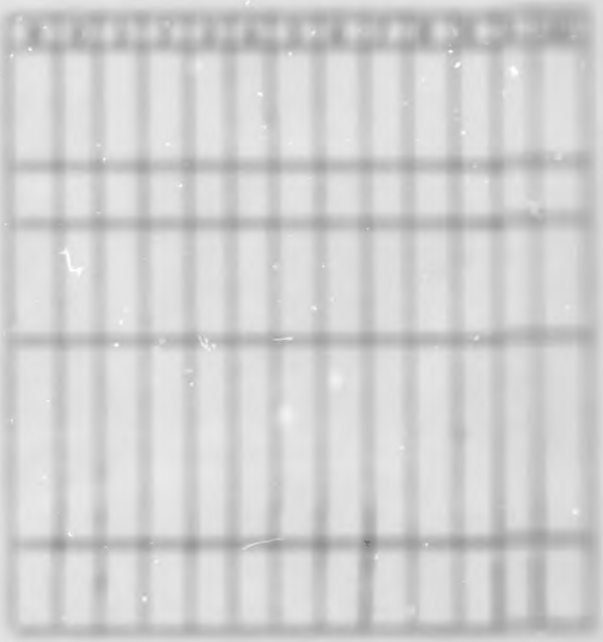
4. Newspapers, magazines, pamphlets and bulletins are in ample supply and readily available.

5. All reference works are up-to-date.

6. A professional library service is maintained for the faculty and students.

7. The number of volumes and other materials are sufficient to meet satisfactory standards for thorough instruction. (The latest quantitative standard for accreditation is 10,000)

8. The library is used by faculty and students.



2. [illegible]

[illegible] SHALL CONTRIBUTE TO ACHIEVING THE OBJECTIVE OF THE SCHOOL. A FLEXIBLE COURSE OUTLINE WHICH DESCRIBES THE COURSE AND STATES ITS PURPOSE AS ITS OBJECTIVE SHALL BE PLACED IN THE HANDS OF EACH STUDENT AND SHALL BE FILED AT THE LIBRARY. THE OUTLINE SHALL BE MADE AS A BID TO SATISFACTION EXPLAINING IT TO THE COURSE. THIS OUTLINE WHILE CALLING ATTENTION OF COURSES SUBMITTED TO THAT COULD BE UTILIZED FOR LEARNING PURPOSES. UP-TO-DATE REFERENCES SHALL BE LISTED AND SHALL BE FLEXIBLE ENOUGH TO TAKE CARE OF INDIVIDUAL DIFFERENCES.

3. [illegible]

THE PHYSICAL APPEARANCE OF THE ROOM SHOULD BE ATTRACTIVE, ATTRACTIVE AND CONDUCIVE TO LEARNING. BOTH STUDENTS AND TEACHERS SHALL HAVE EVIDENCE OF A SPIRIT OF [illegible] [illegible], COOPERATION, AND MUTUAL UNDERSTANDING.

4. [illegible]

MATERIALS AND EQUIPMENT ESSENTIAL TO EFFECTIVE INSTRUCTION IN EACH COURSE OF STUDY SHALL BE PROVIDED AND PROPERLY UTILIZED.

5. [illegible]

VARIED EDUCATIONAL EXPERIENCES WITH PROVISIONS FOR INDIVIDUAL DIFFERENCES SHALL BE PROVIDED. INSTRUCTORS SHALL BE FAMILIAR WITH EFFECTIVE METHODS OF INSTRUCTION.

6. [illegible]

[illegible] AND REVISION SHALL BE CONTINUOUS. REVISIONS SHALL BE MADE AT ANY TIME [illegible] BY STUDENTS, TEACHERS, SUPERVISORS, ADMINISTRATORS AND INTERESTED LAY PEOPLE.

[redacted]

[redacted]

[redacted]

[illegible]

[illegible]

[illegible]

1. [illegible]

2. [illegible]

3. [illegible]

4. [illegible]

5. [illegible]

[illegible]

[illegible]

[illegible]

[illegible]